

Living Document November 14, 2003
Federal Employee Occupational Safety and Health Program

FEOSH For

Los Alamos Site Office Employees

Table of Contents

POLICY STATEMENT

1.0 PURPOSE

2.0 BACKGROUND

3.0 APPLICABILITY

4.0 PROGRAM STRUCTURE

4.1 Management Commitment and Employee Involvement

4.1.1 LASO Line Management Responsibilities

4.1.2 LASO FEOSH Coordinator Responsibilities

4.1.3 LASO Employee Rights and Responsibilities

4.1.4 Reporting LASO Employee Concerns and Hazards

4.1.5 Record keeping and Reporting Requirements

4.2 Analysis of Hazards in the Workplace

4.3 Hazard Prevention and Control

4.4 Safety and Health Training

4.5 FEOSH Program Evaluation

APPENDICES

NOTES 1 & 2

APPENDIX A: LASO SUBJECT MATTER EXPERTS

APPENDIX B: COMMON LASO WORKPLACE HAZARDS

APPENDIX C: CHRONIC BERYLLIUM DISEASE PREVENTION PROGRAM

APPENDIX D: RADIATION PROTECTION PROGRAM

APPENDIX E: RESPIRATOR PROGRAM

FEOSH Program for Los Alamos Site Office Employees

POLICY STATEMENT

The National Nuclear Security Administration (NNSA) is committed to providing safe and healthful working conditions for its employees. This commitment for Federal NNSA employees is implemented through an effective Federal Employee Occupational Safety and Health (FEOSH) Program as described in this document. Consistent with DOE P.450.4, *Safety Management System Policy* and DOE Order 440.1A, *Worker Protection Management for Department of Energy (DOE) Federal and Contractor Employees*, NNSA considers employee safety and health to be a primary responsibility of every manager and employee. To support this priority, LASO develops, implements, and continually improves practices that assure optimal protection of its employees.

The FEOSH Program for NNSA employees is intended to be owned and implemented by all NNSA managers, supervisors, and employees. The program's success depends in great measure upon open and honest communication between employees and management. This team approach facilitates the recognition of existing and emerging safety and health concerns and the timely application of appropriate mitigative actions. It is critical that all NNSA personnel become involved in seeking and suggesting ways to improve the effectiveness of the NNSA FEOSH Program. Our shared goal in this program is for all of us to return home to our families at the end of each workday without work-related injury or illness.

Linton Brooks
Acting Administrator

The purpose of this document is to describe the FEOSH Program for Los Alamos Site Office employees. The following program specifically addresses the safety of Site Office employees. This document provides all LASO personnel with the information, and references to additional information, needed to understand how to provide a safe and healthful work environment.

2.0 BACKGROUND

Section 19 of the *Occupational Safety and Health Act of 1970* requires each Federal agency to develop and implement a safety and health program that is designed to protect its Federal employees from workplace hazards, illnesses, and injuries.

The LASO Federal/OSHA requirements for the FEOSH Program are:

- Section 19 of the *Occupational Safety and Health Act of 1970*, Public Law 91-596, 91st Congress, S. 2193, December 29, 1970;
- Executive Order 12196, Occupational Safety and Health Programs for Federal Employees;
- Title 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs;
- Title 29 CFR Part 1926, Safety and Health Regulations for Construction;
- Title 10 CFR Part 835, Occupational Radiation Protection;
- Title 10 CFR Part 850, Chronic Beryllium Disease Prevention Program;
- Title 29 CFR Part 1910, Occupational Safety and Health Standards;
- DOE P 450.4, *Safety Management Systems Policy*;
- DOE Order 440.1A, *Worker Protection Management for DOE Federal and Contractor Employees*;
- DOE Order 442.1, *Department of Energy Employee Concerns Program*; and
- DOE Notice 450.7, *The Safe Handling, Transfer, and Receipt of Biological Etiologic Agents at Department of Energy Facilities*.

Pursuant to Department of Energy (DOE) Policy 450.4, LASO line management is responsible and accountable for the safety and health of LASO employees.

Successful implementation of the LASO FEOSH Program requires integration of all environment, safety and health activities with work planning and control processes so that employee safety and health and protection of the environment are integral to conducting all LASO work. Also included are record keeping and reporting requirements and yearly evaluations of the health and safety programs with measurable performance goals and objectives.

Title 29 CFR 1960 also requires each agency to appoint a Designated Agency Safety and Health Official (DASHO) who is responsible for the effective management and implementation of the agency's FEOSH Program. The Assistant Secretary for Environment, Safety and Health is the appointed DASHO for DOE. The Office of Worker Health and Safety (EH-5) provides Departmental FEOSH programs with programmatic support and policy guidance.

3.0 APPLICABILITY

The policies and guidelines contained within this document apply to all LASO personnel. All visitors, including contractors working within the LASO domain, are expected to be familiar with this document and to abide by its policies.

4.0 PROGRAM STRUCTURE

Five key elements must exist to implement an effective FEOSH Program for LASO employees. These five program elements, described in DOE O440.1A and consistent with Integrated Safety Management, are the cornerstone of an effective safety and health program. These elements are:

- Management commitment and employee involvement; (4.1)
- Analysis of hazards in the workplace; (4.2)
- Hazard prevention and control; (4.3)
- Safety and health training; and (4.4)
- (FEOSH) program evaluation. (4.5)

The following sections provide a detailed discussion of these program elements.

4.1 Management Commitment and Employee Involvement

Los Alamos Site Office is committed to providing a workplace for its employees that is free from recognized hazards that are causing or are likely to cause death or serious physical harm and that are in compliance with Occupational Safety and Health Administration (OSHA) and DOE occupational safety and health and regulations.

Los Alamos Site Office management commitment and employee involvement are critical to the successful implementation of the FEOSH Program for LASO employees. In an effective program, management regards worker safety and health as a fundamental value to be pursued with as much vigor as other organizational goals.

Employee involvement provides the means through which workers develop and/or express their commitment to safe and healthful practices for themselves and for their fellow workers.

4.1.1 LASO Line Management Responsibilities

Consistent with Integrated Safety Management guiding principles, LASO management is responsible for the overall integrity and implementation of the FEOSH Program for its employees. Site Office Managers are responsible for developing an effective FEOSH program for employees under their direction. Managers must assure that appropriate financial and other resources are available to effectively implement the FEOSH program. Managers are also responsible for assuring that information on the LASO FEOSH program and its requirements are made available to employees and that the *Occupational Safety and Health Protection for DOE Employees* poster is displayed where it is accessible to all workers.

In order to implement an effective program, LASO management supports FEOSH awareness activities, workplace inspections, investigation of safety and health concerns, hazard communication, abatement and control, employee training and other safety and health related initiatives. In addition, LASO managers have certain responsibilities for maintaining records associated with FEOSH activities (see Section 4.1.4.).

Managers and supervisors are responsible for the safety and health practices of their employees in their respective work areas and in the pursuit of their work activities when away from their assigned office or on official travel. Furthermore, supervisors have the authority to remove an employee from their work area or to implement a stop-work mandate if they perceive a real or potential threat to health or safety.

4.1.2 LASO FEOSH POC Coordinator Responsibilities

Each LASO Manager/Assistant Manager designate a FEOSH Coordinator for their respective organizational unit. The Assistant Manager for Environment, Safety and Health shall serve as the FEOSH Coordinator for the LASO Manager's staff. To ensure that all LASO employees participate in FEOSH activities and are protected from unsafe or unhealthful working conditions, the LASO FEOSH Coordinators shall be responsible for the following aspects of the FEOSH Program:

- Administer FEOSH Program activities for unit employees.
- Ensure that required LASO unit workplace inspections are conducted.
- Target safety and health activities in high-risk or identified problem areas.
- Refer, as appropriate, or assist in any investigation of unit employee concerns and reports of unsafe/unhealthful working conditions.
- Facilitate prompt abatement of occupational safety and health hazards, and monitor progress of corrective actions in the unit's workplace.
- Encourage LASO employee participation and involvement in FEOSH activity.
- Provide regular feedback to management concerning occupational safety and health hazards.

4.1.3 LASO Employee Rights and Responsibilities

All Site Office employees have rights as well as responsibilities in maintaining a safe and healthy workplace. Pursuant to Title 29 CFR 1960, LASO employees have the right to:

- Have access to LASO FEOSH program information;
- Know what identified occupational hazards exist, and corrective actions taken to eliminate or reduce their risk;
- Stop work IMMEDIATELY without fear of reprisal, should a situation arise that puts them or a co-worker in immediate danger;
- Report unsafe work conditions or practices to their supervisor or other appropriate authority without fear of reprisal;
- Request inspections of unsafe or unhealthful working conditions;
- Accompany safety and health inspectors on workplace inspections;
- Receive timely notification of resolution for reported issues;
- Observe workplace safety and health monitoring activities and be notified of monitoring results;
- Have access to workplace inspection and accident investigation reports; and participate in Site Office FEOSH activities on official time.

Site Office employee responsibilities go hand-in-hand with employee rights. Commensurate with the right to work in a safe and healthful environment is the responsibility to act in ways that promote safety. Specifically, employees must:

- Comply with applicable DOE and site-specific safety and health policies and directives;
- Stop work immediately if they perceive a risk of injury to either themselves or a co-worker;
- Use personal protective equipment when needed;
- Report recognized hazards to their immediate supervisor; and
- Report work-related injuries or illnesses to their supervisor.

Title 29 CFR Part 1960 and other related documents are available to all LASO employees on the FEOSH web site at <http://tis.eh.doe.gov/feosh/>.

4.1.4 Reporting LASO Employee Concerns and Hazards

Identification and reporting of potentially unsafe or unhealthful working conditions is the responsibility of all Site Office employees. Conditions reported may include environmental, safety and health, or facility related issues. Los Alamos Site Operations employees should use the following guidelines in reporting safety and health concerns. LASO employees should immediately report (either orally or in written form) all safety and health concerns or hazards to their supervisor. Site Office employees should follow this sequential order in reporting safety and health concerns:

1. Immediate supervisor;
2. LASO FEOSH Point of Contact
3. LASO Site Office FEOSH coordinator (Ass. Mgr, Facility Ops)
4. LASO Site Office Manager
5. NNSA, HQ's (FEOSH Point of Contact)
6. OSHA

If the concern or hazard is facility related, employees and/or their supervisor should report it to the Los Alamos County Fire Department (LACFD) in a time frame consistent with the severity of the hazard. LACFD is the point of contact for building maintenance issues for the Los Alamos Site Office. If there is a need to report a facility-related safety and health concern, dial 667-3818.

If you need help in determining a course of action, notify the FEOSH point of contact Dave Barber, LAASO FEOSH POC, Industrial Hygiene, at 667-3818. All other non-safety or health concerns should be reported to Eva Glow Brownlow, OFFM, Office of Employee Concerns, at 845-5113.

4.1.5 Record Keeping and Reporting Requirements

Los Alamos Site Office FEOSH POC, will establish and implement procedures for and identify where LASO employee records will be maintained in coordination with LASO Site Manager. A coordinated effort must be made to ensure that records of workplace inspections, hazard analyses and surveys, exposure monitoring and medical surveillance, worker process and procedure reviews, employee concern safety and health issues, CAIRS reporting requirements, or other FEOSH-related activities are maintained in accordance with DOE O 440.1A, DOE Order 1324.5B, "Records Management Program," and Federal confidentiality requirements. Records reflecting inspections, hazard analyses, employee concerns, and work practices must also be accessible to employees and their representatives upon request. LASO may access their personal health record by contacting HSR-2, Occupational Medicine Group.

4.2 Analysis of Hazards in the Workplace

Los Alamos Site Office managers and employees must analyze the hazards related to the normal duty station and the working surroundings and environs while on official travel. Hazard analysis is a comprehensive process for identifying existing and potential workplace conditions that may cause employee injury or illness and identifying appropriate controls. Hazard analysis involving supervisors and workers working in conjunction with safety and health professionals helps to foster continuous improvement in hazard control and ensure compliance with safety and health requirements.

The following methods can be used to identify work-related hazards faced by LASO employees in LASO occupied space or while on official travel:

- Hazard analysis (e.g., job safety analysis and comprehensive safety and health surveys);
- Accident/incident investigations;
- Routine self-assessment; and
- Inspections.

Title 29 CFR 1960.25 requires: “All areas and operations of each workplace, including office operations shall be inspected at least annually.” In addition, all accidents, including accidents involving property damage only, should be investigated. These inspections are to be “conducted by inspectors qualified to recognize and evaluate hazards of the working environment and to suggest general abatement procedures.”

LASO employees will be asked to perform work tasks within their working environments that require both site level and facility level hazards training. Examples of site level hazards include, but are not limited to: tornados, lightning, fire, flooding, aircraft crash, seismic events, etc. At the facility level, the hazards evaluated are those external to the facility and those that result from energy sources within the facility that were not evaluated at the site level. Examples of facility level hazards include, but are not limited to; internal fire, facility system failure, pressurized system failure, tank failure, and special purpose processes and equipment.

Authorization Basis (AB) related technical training and documentation may be required *prior to* performing some work tasks within certain facilities and buildings over which LASO Facility Representatives have oversight. The Authorization Basis point of contact for LASO is the Technical Trainer, Chris Steel, who can be reached at (667-3418).

The work-related hazards faced by the majority of LASO employees fall into two general categories. The first category is hazards most commonly associated with an office environment. These include, but are not limited to, design of computer workstations, walking and working surfaces, use of electrical equipment, and office storage and clutter.

The second category includes hazards associated with site visits at DOE facilities. Service Center and LASO employees performing site visits must follow all site-specific policies and procedures, (e.g., training requirements, use of personnel protective equipment, wearing of dosimeters, etc.) that have been established by the respective DOE Site Offices or their operating contractors. A unique hazard for LASO employees traveling to DOE facilities is the potential for exposure to beryllium. Service Center managers and employees must comply with the requirements of 10 CFR 850, *Chronic Beryllium Disease Prevention Program*, published December 8, 1999, when a Los Alamos Site employee travels to a DOE facility that presents the potential for exposure to airborne beryllium particles. Specifically, Service Center managers and employees must comply with the NNSA's *Chronic Beryllium Disease Prevention Program (CBDPP) for LASO Employees*, Appendix C of this document. Section 4 of Appendix C summarizes the Service Center's CBDPP Medical Surveillance Program.

Another potential health hazard may occur if Los Alamos Site Office are assigned duties that entail travel outside the United States. Prior to their departure, all LASO Employees traveling outside the United States should consult with the medical personnel of the Health Unit regarding travel advisories, health precautions, and suggested immunizations to reduce the risk of travel-related illnesses or other health consequences.

4.3 Hazard Prevention and Control

Los Alamos Site Office managers and employees must prevent or control the real or potential hazards that are identified through hazard analysis or other means. Prompt abatement of unsafe or unhealthful working conditions is required by the United States Code of Federal Regulations.

The preferential order of achieving hazard prevention and control is show below:

- Engineering control;
- Work practice controls;
- Administrative controls;
- Personal protective equipment;
- Emergency preparedness; and
- Occupational medical programs.

Employee safety and health should be considered during the earliest stages of facility design, work or activity planning, and travel. However, employees may face new and previously unpredicted hazards that must be corrected or abated as they arise. For newly identified workplace or work activity hazards, corrective actions will be prioritized according to worker risk. If a hazard cannot be corrected on the spot, then prompt interim protective measures will be taken prior to its final abatement. Personal protective equipment (e.g., hard hat, prescription safety glasses, safety shoes, etc.) required for the safety of Los Alamos Site is to be provided at no cost to the employee.

Proper planning by Los Alamos Site employees will help to prevent hazards. For example:

Prior to travel, know the scope of work that is expected of you and the need for training, monitoring, personal protective equipment, and medical clearance. If travel is outside the United States, contact the Service Center Federal Employee Health Unit or LANL HSR-2 Occupational Medicine Group about specific health precautions, travel advisories, and need for immunizations, that are recommended by the World Health Organization and the Centers for Disease Control.

At any time, if a Los Alamos Site Office employee becomes aware of a previously unidentified hazard or perceives a risk of potential injury or exposure to chemical, ergonomic, or physical (including radiological) hazards, they should notify their supervisor immediately. If the risk of bodily harm is great, they should stop work until a safety or health specialist can evaluate the perceived hazard. Any work by a Los Alamos Site Office employee that requires respiratory protection must be conducted in accordance with Appendix E, Respiratory Protection Program, of this document.

Appendix A provides a listing of LASO subject matter experts that can be contacted to provide additional information on specific hazards.

4.4 Safety and Health Training

All Site Office employees must have the needed skills to perform their tasks in a safe and healthful manner. Appropriate safety and health training is to be provided to senior managers, supervisors and employees. Site Office employees should consult their immediate supervisor if at anytime they do not have the skills or knowledge to perform an assigned task in a healthy or safe manner.

LASO employees are required to track their individual qualifications for position descriptions (PDs) as well as their career development plans. Field FEOSH safety and health managers should be contacted regarding training that is specific to hazards that may be encountered while visiting a DOE facility.

4.5 FEOSH Program Evaluation

In accordance with 29 CFR 1960.11, performance evaluations for Site Office managers and supervisors shall measure that employee's performance in meeting requirements of the Site Office's FEOSH program, consistent with the employee's assigned responsibilities and authorities for assuring employee safety and health.

Title 29 CFR 1960.79 requires that FEOSH program self-evaluations be developed and implemented. The Site Office FEOSH POC shall provide input to the DOE annual report to the Secretary of Labor on FEOSH activities as requested by EH-1, the DOE DASHO.

In addition, the LASO Site Office FEOSH POC, will track and report on their performance in achieving the goals and objectives of the Federal Worker 2000 Presidential Initiative.

Pursuant to Executive Order 12196, the Occupational Safety and Health Administration may conduct program evaluations or unannounced inspections of Federal workplaces.

NOTES and APPENDICES

Note #1: Los Alamos Site Office managers must assure that the required annual inspection of workspaces, as required by 29 CFR 1960, is performed. FED is responsible for building maintenance and correction of related hazards for the LASO Office Complex, as well as being the point of contact for LASO leased space. Site Office FEOSH managers may elect to perform these inspection jointly with FED. Site Office FEOSH managers must also review any high-risk activities that take place away from Site Office occupied space. The Site Office FEOSH point of contact Mister Joe Vozella at 665-6351 (is also available to provide technical assistance in conducting these inspections.

Note # 2 It is Site Office's policy to cooperate with OSHA compliance personnel and seek their assistance in improving LASO workplace safety and health, provided national security concerns are properly addressed.

APPENDIX A

Los Alamos Site Office ES&H Related Subject Matter Experts (SME)

Below is a listing of the Los Alamos Site Office subject matter experts who can provide management, employees, and employee representatives with additional information on specific hazards.

Beryllium	Dave Barber	667-3818
Chemical Safety	Dave Barber	667-3818
Construction Safety	Dean Decker	66x-xxxx
Electrical Safety	Willie Molina (interim)	665-6632
Ergonomics	Dave Barber	667-3818
Emergency Mgt.	Bill Gall	665-7202
Facility Maintenance	Isaac Valdez	664-0285
FEOSH	Dave Barber	667-3818
Fire Protection	Bill Gall	665-7202
Industrial Hygiene	Dave Barber	667-3818
Nuclear Safety	Gerald Schlapper	665-7111
Occupational Medicine	Dave Barber	667-3818
Radiation Protection	Dave Styers	665-4998
Respirator Program	Dave Barber	667-3818
Technical Qualifications	Wayne Walker	845-4240
Technical Training	Vicki Estes	665-3227
Training/IT	Eric Trujillo	665-5914

For additional information on the LASO Employee Assistance Program, call Service Center, Human Resources.

The EH Portal is a valuable web site source for obtaining employee Environment, Safety and Health (ES&H) information across the complex. Employees can access this web site at <http://tis.eh.doe.gov/portal/>.

APPENDIX B

LASO WORKPLACE HAZARDS

□ Common Workplace Hazards

As the majority of LASO employees work in an office environment, the following is a listing of the most commonly occurring hazards found in an office setting. The intent of listing the most common workplace hazards is to raise awareness and to ultimately provide LASO employees protection against injury. Remember that the listing is not designed to be all-inclusive.

When visiting DOE and DOE contractor facilities, LASO employees must abide by site-specific safety and health programs. While on travel, if a LASO employee has questions about worksite hazards, personal protective equipment, or safety and health protocols, contact the site safety and/or health personnel for guidance.

LASO employees should contact their supervisor and then the subject matter experts listed in Appendix A of this document, or the FEOSH point of contact, Dave Barber, 667-3818, should they need further direction or consultation concerning these or other work-related hazards.

☐ **Electrical Hazards**

Most offices contain a considerable amount of electrical equipment such as computers, printers, and small appliances such as coffee makers, toasters, heaters, and fans. Caution should be used in setting up electrical equipment so as to prevent circuit overload and tripping hazards. Before setting up electrical equipment, always inspect the integrity of the cord and appliance itself. If an electrical appliance appears faulty, stop using it immediately, unplug it and remove it from service, tag it as “non-operational,” and report it to your supervisor. Always use an electrical appliance for its intended purpose only.

☐ **Ergonomics**

Computer workstation and other office equipment should be configured to the comfort of the user. Position computer monitors so the top of the screen is at or below eye level. Chairs should be adjustable and provide support to the lower back and upper extremities. When seated, feet should either rest on the floor or on a footrest. Further information on proper ergonomic practice may be found on the EH Portal. If in doubt of the correctness of your computer workstation design or if you are experiencing ill-health effects possibly because of it, report it to your supervisor and contact the FEOSH point of contact employees to schedule an ergonomics evaluation. If health effects persist, consult the LANL Health Unit.

☐ **Bloodborne Pathogens**

In the event of an accident, LASO employees may need to administer first aid to a co-worker, thereby putting themselves at risk of exposure to blood or other body fluids. If providing first aid where blood or body fluids are present, employees should wear gloves or use a barrier (absorbent cloths topped with a plastic liner) to help reduce their risk of exposure. Washing hands vigorously with soap and water immediately following an exposure will also help to eliminate possible health risks. Employees need to report any such exposure to their supervisor and consult with the LANL Health Unit as soon as possible.

☐ **Violence in the Workplace**

Workplace violence or other types of unprofessional physical or verbal conduct will not be tolerated within LASO. This type of behavior may result in disciplinary action, including termination of employment. As with any other type of workplace hazard,

Service Center employees are responsible for reporting incidents of this nature to their supervisor. The occurrence of employee violence should also be reported to the FEOSH point of contact for LASO employees, Dave Barber 667-3818 and Eva Glow Brownlow, Albuquerque Service Center, Office of Employee Concerns at 845-5513. At any time, if the threat of bodily harm is apparent, LASO employees should immediately call building security or “911” to report the incident to local law enforcement authorities.

☐ **Housekeeping**

Clean, uncluttered, and organized work areas help minimize office-related accidents and employee injuries. Proper storage of paperwork, work materials, and equipment will also help the overall professional appearance of the work area. Discarding or archiving no longer needed documents/articles, regular cleaning and vacuuming, and avoiding fluid spills on carpeting and upholstered surfaces will support good indoor air quality and the overall safety and health of the work environment.

☐ **Asbestos and Lead Abatement**

Asbestos causes severe lung related health consequences. Exposure to asbestos, which is a hydrated magnesium silicate in fibrous form, is strictly regulated. Lead is a metal that can produce poisoning when swallowed or inhaled. Inorganic lead compounds commonly cause symptoms of lead colic and lead anemia. Organic lead compounds attack the nervous system. Any questions regarding asbestos or lead and its compounds should be addressed to the LASO Industrial Hygiene SME at 667-3818.

☐ **Fire Safety**

Every LASO employee is responsible for promoting fire safety. Reporting real or potential fire hazards and ensuring those hazards are corrected are necessary actions that help to eliminate the risk of a fire. Keep work areas, exits (internal and external), and hallways free of clutter. Know the correct evacuation route(s) from your work area.

☐ **Fleet Safety Program**

LASO employees may be required to operate federally owned motor vehicles during the course of their employment. LASO supervisors should assure that employees are properly licensed to operate any assigned motor vehicles and/or powered industrial equipment. All Site Office employees are required to wear seat belts and observe posted speed limits and other traffic rules. In addition, Site employees may be asked to participate in a defensive driving course that has minimum driving standards prior to operating a government vehicle. Motor vehicle background Site Office supervisors should support awareness campaigns and incentive programs to encourage safe driving by LASO employees both on and off the job.

APPENDIX C

Chronic Beryllium Disease Prevention Program (CBDPP) for LASO Employees

Title 10 CFR 850, *Chronic Beryllium Disease Prevention Program* (CBDPP), published December 8, 1999, requires that responsible DOE employers implement a program to manage and control workers' beryllium exposures in order to reduce the number of workers exposed and to ensure the early detection of chronic beryllium disease. LASO employees may be involved in activities at DOE facilities that present the potential for exposure to airborne beryllium particles. The LASO Assistant Manager of Operations is the responsible for these Site Office employees.

This appendix constitutes the Site Office CBDPP, as required by 10 CFR 850.10, for Field Office employees who perform duties at DOE facilities where the potential for exposure to airborne beryllium particles may be present. Field Office Managers are responsible for developing and implementing a CBDPP for employees within their respective organizations.

APPENDIX D

Radiation Protection for LASO Employees

Because radioactive materials or radiation generating devices can be found at most DOE sites, a Federal employee visiting a DOE site, in many cases, may have to prepare for possible exposure to radiation or radioactive material. Under the system of radiation protection established by Title 10 code of Federal Regulation, part 835 (10CFR 835), a site performing an activity that could result in exposure of an individual or individuals to ionizing radiation is responsible for establishing a program to protect that individual from the effects of ionizing radiation. The following sections address specific aspects of radiation protection that should be considered before visiting a DOE site. Check with LASO Radiation Protection point of contact Dave Styers at 665-4998 if you have further questions.

1. Training.

Training is required for unescorted access in the Controlled and Radiological Areas of DOE sites, before receiving occupational dose during Controlled Area access, and before performing an unescorted assignment as a Radiological Worker.

2. Radiation Dose Monitoring.

Depending upon which area of a site is to be visited, personnel visiting a site may either be monitored for internal or external exposure to radiation or both. In most cases, the visitor does not have to take any actions before the visit to be monitored for internal or external exposure to radiation.

3. Protective Equipment.

For entry into areas of the site controlled because of the presence of contamination and airborne radioactive material, personal protective equipment (PPE) such as anti-contamination clothing (anti-Cs) is always required and respiratory protection may be required.

4. Records.

The FEOSH POC will identify where the records automatically incorporated into a Federal employee's medical file, the employees should personally forward copies of the monitoring records to their Service Center health unit.

APPENDIX E

LASO Respirator Program

These written guidelines reflect current regulations and respiratory protection technology at the time of writing. Check with the LASO respiratory protection point of contact (Dave Barber 667-3818) for specific applications.

Written program - This program shall be maintained by the designated Site Office Respiratory Protection Program Administrator in conjunction with the Federal Employee Occupational Safety and Health (FEOSH) Program

Hazard assessment - Before wearing a respirator, a documented hazard assessment at the proposed LASO workplace is required by OSHA regulations.

Medical evaluation – When possible, medical evaluation for LASO employees can be done through the LANL H2 Health Unit (following ANSI Z88.6). A written certificate shall be issued and should be acceptable at most field sites.

Training - All those wearing respirators must receive proper training according to the OSHA Standard and ANSI Z88.2. This documented training will be done at LASO.

Routine inspection, maintenance, storage, cleaning and disinfecting – Should be the responsibility of the issuer, usually the field Site.

Selection – All respirators and air-supplied suits will be NIOSH-approved or approved under the DOE Respirator Acceptance Program.

Fit testing – Should, preferably, be done at the Site, using the OSHA Standard protocol and the Site-preferred respirators

Program evaluation of the Los Alamos Site Office Respiratory Protection Program evaluation should be conducted once a year.